

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MAY 13, 2024**

The Board of Commissioners held a Work Session on Monday, May 13, 2024, at 6:00 p.m. at the City Hall Council Chambers. Mayor Tony L. Paulk was presiding over the meeting. Mayor Pro Tem Mike Gowen and Commissioners Steve Bailey, Edwin Taylor, Tony Paulk II, Kentaiwon Durham, and Cindy McNeill were present.

REVIEW OF APRIL 22, 2024, MEETING MINUTES

The first business item that Charlie Davis, City Manager, presented was to review the minutes from the April 22, 2024, Meeting Minutes (W.S./Reg Minutes) of the Board Commissioners. Mayor Paulk requested that the Commissioners offer any changes so that the City Clerk could correctly record the minutes for historical data.

The Commission's consensus was to move this item forward on the **Consent Agenda**.

DISCUSSED THE SPECIAL EVENTS APPLICATION FOR MR. TAE CARTER'S 90S COOKOUT - MAY 26, 2024, AT PAULK PLAZA

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval or denial of the temporary road closure of S. Gaskin Ave, from E. Ross ST. to E. College Park Dr., from 4:00 P.M. until 11:00 P.M. on Sunday, May 26, 2024.

Mrs. Henderson stated that Mr. Tae Carter has made an application for a "Special Event." The event will be held at Paulk Plaza, in the 900 block of S. Gaskin Ave. The date and time of the event is Sunday, May 26, 2024, from 4:00 P.M. until midnight. The event is described as a "90's Cookout." with 90s music. Mr. Carter has requested that S. Gaskin Ave be temporarily closed from Ross St. to E. College Park Dr. from 4:00 P.M. until 12:00 A.M. After a meeting with the Police and other departments, the staff's recommendation is to allow street closures from 4:00 pm - 11:00 pm. A loud noise waiver has been requested until midnight. However, the city ordinance does not allow noise waivers to be issued after 11:00 P.M. Therefore, the staff recommends issuing a noise permit up to 11:00 pm.

The Commission's consensus was to move this item forward on the **Consent Agenda**.

DISCUSSED HOLDING A PUBLIC HEARING OF CONDITIONAL USE REQUEST FROM REGINALD MCRAE AND SONYA YOUNG MCRAE FOR PARCEL D021034 - 760 E. RAILROAD STREET

Georgia Henderson, Community Development Director, appeared before the Commission to discuss and hold a public hearing about the continued operation of an M1- light industrial event center at 760 E. Railroad Street.

Mrs. Henderson said Mr. Reginald McRae and Sonya Young McRae recently purchased parcel D021034 at 760 Railroad Street. The original business was known as Tina's Place, and it operated as an event center. McRae plans to operate as an event center. The current zoning is M-1, light industrial. The previous business, Tina's Place, operated before adopting the 2011 Unified Land Development Code (ULDC) and was allowed to continue.

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MAY 13, 2024**

DISCUSSED HOLDING A PUBLIC HEARING OF CONDITIONAL USE REQUEST FROM REGINALD MCRAE AND SONYA YOUNG MCRAE FOR PARCEL D021034 - 760 E. RAILROAD STREET (CONTINUED)

Before McRae purchased this property, it was vacant and had no business for more than two years, which now causes the company to be unable to operate in M-1. When Tina's Place operated, it operated as a non-conforming legal use. However, once the location was not operated as a particular event location for six months, the non-conforming legal use dissolved, and it must follow the current zoning ordinances. Staff recommends not creating a spot zone by rezoning to general commercial, which is why the City Commission seeks permission to allow the current owner and any future owner to operate an event center from this location.

The Commission agreed to move this item forward on the **Regular Agenda**.

DISCUSSED AND CONDUCTED FIRST READING FOR ANNEXATION & ZONING UPON ANNEXATION FOR 98.48 ACRES OF VACANT LOT PARCELS (8) LOCATED OFF OF GINGERWOOD RD., CLINTON MURRAY RD., & L.G. POPE ROAD

Georgia Henderson, Community Development Director, appeared before the Commission to discuss and conduct the first reading for the annexation of 98.48 acres of vacant lots (8) located off Gingerwood Road, Clinton Murray Road & L.G. Pope Road.

Mrs. Henderson said that the 98.48 acres consisting of eight (8) vacant lots: 0099 066, 0099 066A, 0099 066B, 0099 067A, 0099 095, 0099 096, 0099 097 & 0100 156A off Gingerwood Rd., Clinton Murray Rd., & L.G. Pope Roads are currently owned by the City of Douglas and are located within the county, just outside of Douglas' city limits. As the lots are owned by the City, are contiguous to the city's borders, and outline the Douglas Municipal Gene Chambers Airport, the city would like to annex and zone upon the annex of the vacant lots. This annexation and zoning upon annexation further the efforts for efficient and effective zoning for the City of Douglas. The zoning would be M1 - Light Industrial.

The Commission's consensus was to move this item forward on the **Regular Agenda**.

DISCUSSED THE KECK+WOOD SUPPLEMENTAL AGREEMENT PHASES 9,10, &11 FOR TRANSPORTATION ALTERNATIVE PROGRAM (TAP GRANT)

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of the Phases 9, 10, and 11 Supplemental Agreement with Keck+Wood for the Transportation Alternative Program.

Mrs. Henderson stated that the City of Douglas received the Transportation Alternative Program grant through the Department of Transportation, where Keck+Wood was the selected engineer for this project. The next phase of this project will include Environmental Services, Utility Coordination, and Engineering Design through Let, as outlined in the attached contract. The total amount to cover all three parts is \$213,616 (Environmental Services-NEPA through Let \$65,206, Utility Coordination through Let \$9,100, and Engineering Design through Let \$139,310).

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MAY 13, 2024**

**DISCUSSED THE KECK+WOOD SUPPLEMENTAL AGREEMENT PHASES 9,10, &11
FOR TRANSPORTATION ALTERNATIVE PROGRAM (TAP GRANT)
CONTINUED**

Through the Transportation Alternative Program grant from the Department of Transportation, we can be reimbursed 80% of this contract amount. **FUNDING:** General Grant Funds FY24 Budget line-item TAP/Engineering: 340-1000-54.1428

The Commission's consensus was to move this item forward on the **Consent Agenda**.

**DISCUSSED APPROVAL OF SUPPLEMENTAL AGREEMENT TO THE
TRANSPORTATION ALTERNATIVES PROGRAM PROJECT FRAMEWORK
AGREEMENT**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of a Supplemental Agreement to the Transportation Alternatives Program Project Framework Agreement for additional funding of \$200,000.

Mrs. Henderson stated that the City of Douglas was awarded a Transportation Alternative Program grant through the Department of Transportation and executed its original Project Framework Agreement (PFA) on September 2, 2020. Since receiving these funds, we have completed Phases 1-8 (Surveying, Concept Phase, Environmental Resource Identification, Environmental Special Studies Phase, Utility Coordination, Public Involvement, Preliminary Right-of-way Cost Estimate, Design and Permitting, and others) of the engineering process; we have Phases 9,10, and 11 (Environmental Services- NEPA through Let, Utility Coordination through Let, and Engineering Design through Let) left. To complete the engineering and design portion of this project. In February 2024, the city applied for additional Transportation Alternative Program grant funding to complete engineering through the Department of Transportation. The city was notified that it had been awarded this funding. The Project Framework Agreement, which is attached, will show the additional funds of \$200,000.00. The matching requirement for the City of Douglas would be 20%, which is the same as in the original Project Framework Agreement and would come from the General Grant Funds FY24 Budget line-item TAP/Engineering.

The Commission's consensus was to move this item forward on the **Consent Agenda**.

**DISCUSSED AND APPROVED THE GMEBS RESTATED DEFINED BENEFIT
RETIREMENT PLAN**

Tammy Wilkerson, HR Director, appeared before the Commission to seek to adopt the restated plan documents that the IRS requires of all GMEBS members to ensure continued tax-favored treatment.

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MAY 13, 2024**

DISCUSSED AND APPROVED THE GMEBS RESTATED DEFINED BENEFIT RETIREMENT PLAN (CONTINUED)

GMEBS recently restated the Plan and received a favorable determination letter from the Internal Revenue Service("IRS"). An employer providing retirement benefits through the GMEBS Plan has the assurance that GMEBS is maintaining a qualified pension benefit program that allows employees to accrue benefits tax-free until retirement benefits are distributed to them. To ensure continued tax-favored treatment for GMEBS member plans, the IRS requires all GMEBS member employees to adopt the restated plan documents. Due to their collective size, we are sending a copy of the Master Plan and Amendment 1 via email only. We have enclosed a Summary of Key Amendments made to the Plan since it was last approved by the IRS in 2010, as well as a draft restated Adoption Agreement and General Addendum reflecting the elective provisions currently under your plan.

The Commission's consensus was to move this item forward on the **Consent Agenda**.

DISCUSSED FOR APPROVAL NOT TO EXCEED PRICE FOR PURCHASE OF THREE VEHICLES

Mike Hudson, Utilities Director, appeared before the Commission for approval not to exceed the price for the purchase of three vehicles.

Mr. Hudson stated that three vehicles need to be purchased at this time. They are listed below. There is a Ford F550 that needs to be replaced in the Public Works Department. This truck was wrecked and eventually totaled by the insurance company. The insurance company settled on the wrecked truck and allowed the City of Douglas to keep the service body to be used on the replacement truck. The city shop recommended a not to exceed purchase price of \$65,000.00. The Animal Control Department also had a pickup that was involved in an accident and totaled by the insurance company. The City Shop recommended a not to exceed the price of \$30,000.00. The airport needs a pickup truck. The shop recommended a not to exceed the price of \$18,000.00.

The Commission's consensus was to move this item forward on the **Consent Agenda**.


GENERAL COMMENTS -No comments
CITY MANAGER'S UPDATES-No comments

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:13 p.m.



Wynetta J. Bolder, CMC



Mayor Tony L. Paulk